

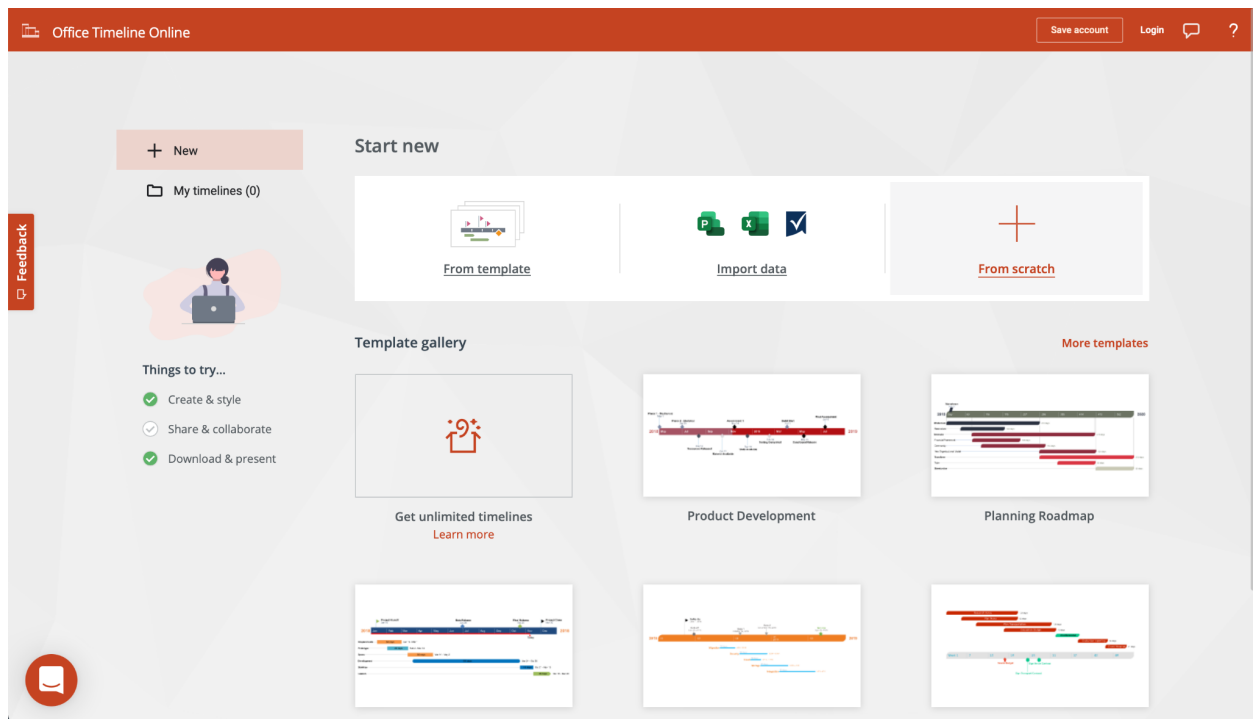
# Timeline Instructions

Here you will upload a timeline of your project proposal with all of its tasks, activities, and milestones. We ask that all timeline fall within the range of a *6 to 12 month* timeframe.

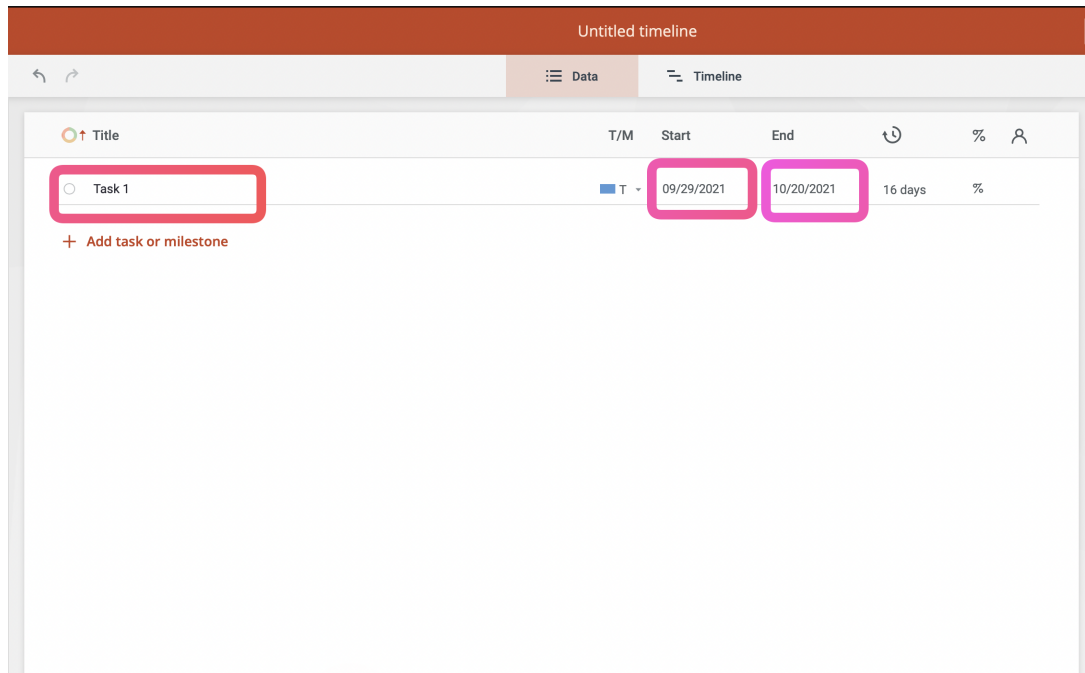
1. Click on the link below to go to the Office Timeline Website, a free service where you can create a timeline with or without an account.

[Office Timeline](#)

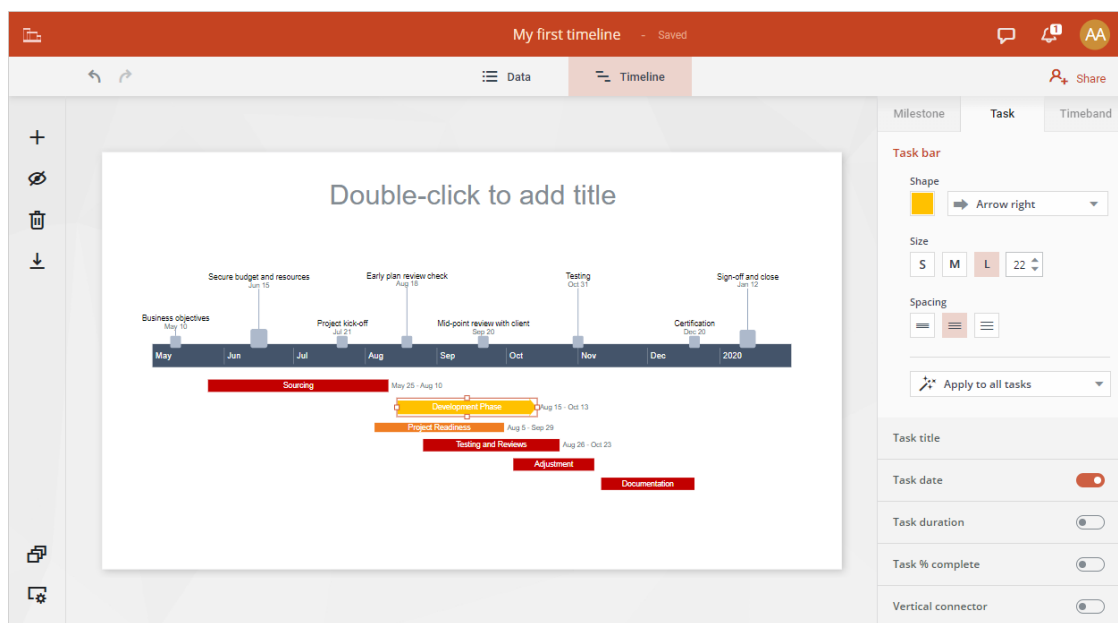
2. Click on the **From Scratch** Tile in the right hand corner to start building a new timeline.

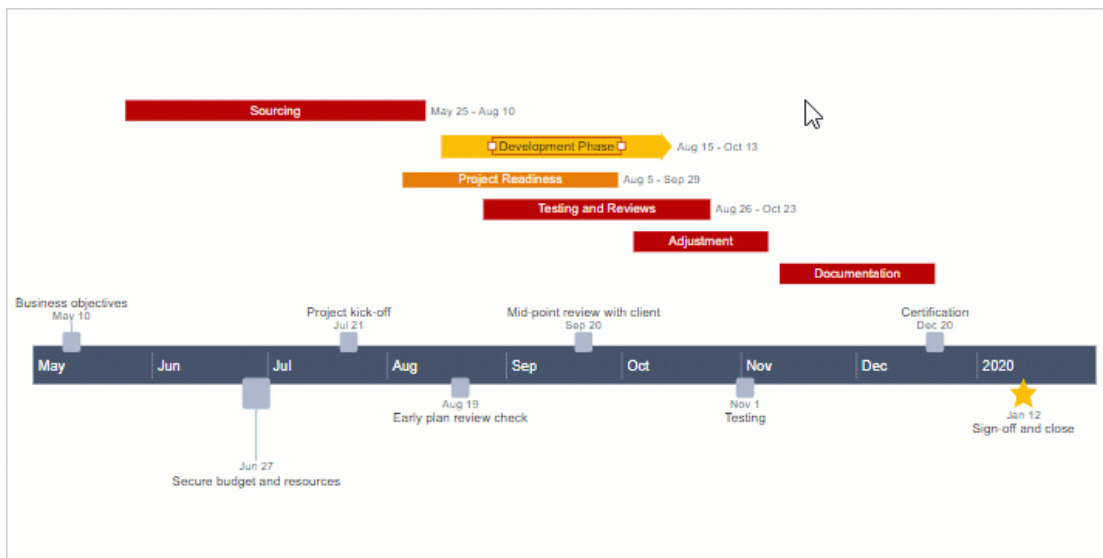
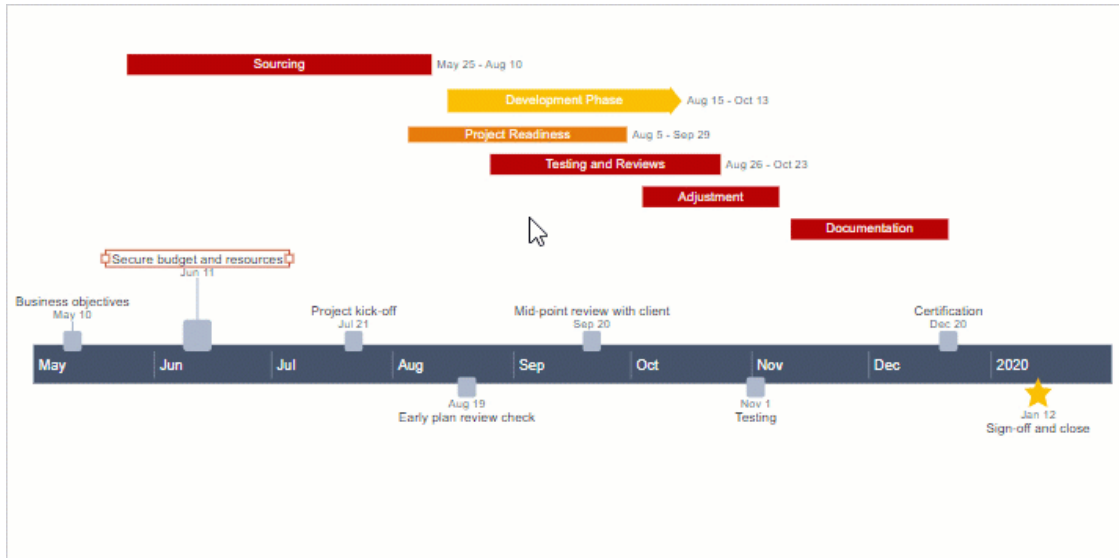


3. Add rows of task items, name them, and indicate their predicted start and end dates.



4. You can also click on the **Timeline** tab at the top to change the dates by dragging items along the timeline.

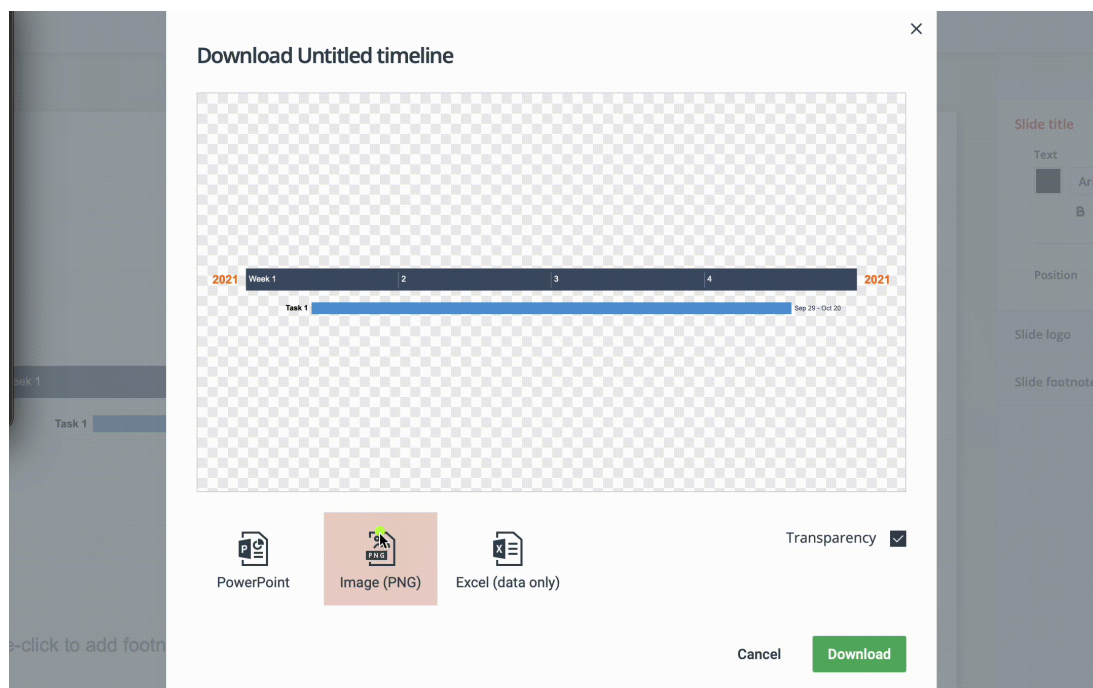




5. Make sure your project timeline is as detailed as possible. Your application will be evaluated based on the timeliness and level of demonstrated preparation of your proposal.

6. DO NOT INCLUDE ANY IDENTIFYING INFORMATION for your organization in the timeline. All information will be associated and saved with your application when you upload your files. This will help us ensure that the evaluation process is a blind review.

7. Once you have completed the timeline, locate the **download button** on the lefthand side and download the file TWICE. First as a **PNG** file and the second as an **Excel**.



8. We encourage, but do not require, that you create a free account with your email address so you can save this timeline and come back to it. This will speed up the process for submitting your quarterly reports later on.

9. Upload the downloaded files into the appropriate tab below.

If you have any additional questions concerning this part of the application, please consult the Office Timeline Support Page or contact [RCAHD Grant Management](#).